



---

## TECHNICAL BULLETIN No. 007

TITLE **Procurement Compliance Reviews**  
REVISION **Number 2**

---

### I. Authority

#### A. Statutes

- A.R.S. § 41-2511 Authority of the director
- A.R.S. § 41-2512 Delegation of authority by the director

#### B. Applicable Administrative Code

- R2-7-201 State Procurement Administrator: Duties & Qualifications
- R2-7-202 Delegation of Procurement Authority to State Governmental Units
- R2-7-206 Authorized Procurement Officers

#### C. Technical Bulletins

- SPO Technical Bulletin No. 001, Delegation of Procurement Authority

### II. Revision Note

This Technical Bulletin revises and supersedes SPO Technical Bulletin No. 012, Revision No. 2 (issued December 18, 2006).

### III. Definitions

- A. **Chief Procurement Officer** (CPO) means the person within the State governmental unit, as identified by the State governmental unit head, who is acting under specific, written authority from the State Procurement Administrator in accordance with R2-7-202 or any person delegated that authority, in writing, under R2-7-203. The term does not include any other procurement officer or person within a state governmental unit who does not have this written delegation of authority.
- B. **Director** means the Director of the Department of Administration.
- C. **State Governmental Unit** means any department, commission, council, board, bureau, committee, institution, agency, government corporation or other establishment or official of the executive branch or corporation of this state.
- D. **State Procurement Office** (SPO) means *an office that acts under the authority delegated to the State Procurement Administrator as defined in R2-7-101 (50).*



#### **IV. Policy Statement**

To ensure State governmental units properly exercise purchasing authority in accordance with delegation agreements, the Arizona Procurement Code, applicable Executive Orders, and SPO Technical Bulletins, it is the policy of the State of Arizona that:

- A. The State Procurement Office Compliance Unit shall conduct compliance reviews of State agencies with delegated procurement authority of more than \$100,000.00.
  - 1. Reviews will be performed based on a routine schedule and by special request or need.
  - 2. State governmental units with delegated procurement authority of more than \$100,000.00 shall be reviewed at least once every three (3) years.
  - 3. Reviews of State governmental units with procurement delegations of \$100,000.00 or less may be performed by the State Procurement Office Compliance Unit when deemed necessary by the State Procurement Administrator or by special request.
- B. In the course of conducting the reviews, the State Procurement Office Compliance Unit may:
  - 1. Review and consider any or all documents and materials related to any solicitation conducted by the State governmental unit under review.
  - 2. Interview personnel, past or current, of the State governmental unit with procurement authority or who have procurement-related duties.
- C. The State Procurement Office Compliance Unit shall issue a final performance review report containing findings of fact, and recommendations based on the findings relative to:
  - 1. Compliance with Arizona Procurement Statutes and Administrative Rules, Executive Orders, and State Procurement Office Technical Bulletins.
  - 2. Best practices in public procurement.
- D. The final performance review report shall be presented to the State Governmental Unit Director (or other designated head) that may:
  - 1. Certify Compliance.
  - 2. Request corrective action be taken.
  - 3. Suspend, revoke, or modify the agency's delegation.
  - 4. Take other appropriate actions as deemed necessary.



## **Effective**

This Technical Bulletin is hereby effective this 6th day of May, 2008, unless otherwise revised or repealed.

Statute, Administrative Rule, and Executive Orders shall prevail in the event of a discrepancy between this policy and applicable Statute, Administrative Rule, or Executive Orders.

## **Signature**

A handwritten signature in blue ink, reading "Jean A. Clark", is positioned above a horizontal line.

Jean A. Clark, CPPO, C.P.M., CPPB, CPM  
State Procurement Administrator